

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0063608		10. Budget Program Number 6291100130	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) PSE III		
3. Division Office of Financial Management			12. Proposed Class Title		
4. Section			13. Allocation		
5. Unit Payables		14 (a). Effective Date		14 (b). FLSA Code	
6. Location (address where employee works) City Topeka County Shawnee			15. By Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8 AM/PM To: 5 AM/PM			17. Position Reviews Date: By:		

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position oversees the Office of Financial Management's Payables Unit. This unit is responsible for all payments processed in the state-wide accounting system (SMART) and fiscal year-end close. The unit also manages the business procurement card, travel, voucher audit, financial reports, and provides documentation for federal/state audits including the Statewide Single Audit. Confers with director and senior managers in strategic planning and change implementation oversight. Makes recommendations for improvement and enforces policies and administrative regulations. Serves as agency liaison with Department of Administration.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Lois Weeks

Title: Chief Financial Officer

Position Number: K0207899

Who evaluates the work of an incumbent in this position.

Name: Lois Weeks

Title: Chief Financial Officer

Position Number: K0207899

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- a) This position requires the ability to determine, plan, and carry out assignments without supervision.
- b) The employee accepts responsibility for insuring that the agency processes payments timely and accurately.
- c) Assignments are made by stating the outcome needed and the employee is responsible for determining how those outcomes can be reached.
- d) Which statement best describes the result of error in action or decision of this employee.
  - ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury of incapacitation.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
1.	70%	E	Responsible for payments being processes in the state-wide accounting system, SMART. Supervises staff who enter information into that system. If the information in not done accurately or in a timely manner then clients or providers may not be paid. The unit also is responsible for the business procurement card, travel, and voucher audit. Develops agency accounting policies and coordinates the application of these polices. This position is the agency contact person with Department of Administration to resolve problems and learn about new changes in the system and incorporate those into the agency's structure and train other agency staff on those changes.
2.	10%	E	Lead person for Fiscal Year-End Close. This position develops policies and procedures and is responsible for closing the books at the end of the fiscal year. This involves making sure that all obligations are paid in the fiscal year they should be and that the agency stays within its' appropriation.
3.	5%	E	Responsible for monitoring agency purchase requisitions and procurement card expenditures to make sure they are reasonable and meet federal and state regulations.
4.	5%	E	Responsible for preparation and submission of state financial reports such as the Schedule of Expenditures of Federal Awards and other reports requested by Department of Administration.
5.	10%	E	Provides documentation for federal/state audits including the Statewide Single Audit. DCF has more than fifty federal funding streams which are frequently reviewed and audited. In federal audits and program reviews fiscal information must be pulled for the auditors to document justification and allowability of expenditures. Information is also provided for Legislative post audits and the Single Statewide Audit.

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Errors by an employee in this position could result in agency fiscal crisis and loss of services to clients. Consequences of actions or decisions at this level are significant as the work may not be reviewed, making errors difficult to detect.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (    ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
(    ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position/KIPPS Number
Accountant II	K0047258
Accountant IV	K0065095
Accountant I	K0065533
Administrative Officer	K0067408
Systems Administrator	K0070230
Management Systems Analyst II	K0176149
Senior Administrative Asst.	K0210236

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with other individuals within and outside of the agency, including federal staff, agency staff, Department of Administration, and other state agencies to discuss and/or negotiate the agency's position on expenditure and inter-fund issues. Employee must maintain goodwill, gain cooperation or reach compromises when the information is controversial. Such contact requires extensive communication skills.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment is quite stressful. Time is of the essence to make sure clients, providers, and contractors are paid in a timely manner. Fiscal Year-End Close is also stressful as targets and deadlines have to be met.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Telephone – daily

Personal computer- daily

Photocopier – daily

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Three years of experience in planning, organizing, and directing the work of a department, program, or agency. Education may be substituted for experience as determined relevant by the agency.

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**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Bachelor's degree in accounting, business, or business related field. Expert knowledge of the state accounting system (SMART), state accounting codes, and state accounting procedures.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

None

C. List preferred education or experience that may be used to screen applicants.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date